

**GROWTH MANAGEMENT HEARINGS BOARDS**  
**INTERNET WEB SITE PRIVACY POLICY/NOTICE**

Policy Number: **GMHB-04**  
Effective Date: July 1, 2000

Thank you for visiting the Growth Management Hearings Boards' (GMHB) web site and reviewing our privacy notice. This notice addresses the collection, use and security of the access to information that may be obtained through use of the GMHB web site. This notice covers the following topics:

- Information Collected and How it is Used (usage statistics)
- Personal Information and Choice
- Public Access to Information
- Security
- Disclaimer
- Contact Information

**Information Collected and How it is Used**

If you only browse, read pages, or download information when you visit the GMHB web site we will gather and store certain information about your visit. This information does not identify you personally. We automatically collect and store the following information about your visit:

1. The internet protocol (IP) address and domain name used. The IP address is a numerical identifier assigned either to your internet service provider or directly to your computer. We use the IP address to direct internet traffic to you. This address can be translated to determine the domain name of your service provider (e.g. xcompany1.com or yourschool.edu);
2. The date and time you visited this site; and
3. The web pages or services you accessed at this site.

Individually identifiable e-mail addresses are not captured or stored for future use. E-mail messages that contain return address information may be retained by the server when they are explicitly and voluntarily supplied by the visitor in order to obtain additional information or offer comments on the web site. Such information is used solely for the purpose of providing a response to the writer. This information shall not be shared, transferred or sold to any unauthorized third parties.

The information automatically collected or stored is used by the GMHB only to improve the content of our web site and to help us understand how people are using our services.

### **Personal Information and Choice**

**You may choose whether to provide personal information on-line.**

“Personal information” is information about a natural person that is readily identifiable to that specific individual. Personal information includes such things as an individual’s names, address, and phone numbers. A domain name or IP address is not considered personal information.

We do not collect personal information about you unless you voluntarily provide it to us by sending us an e-mail or participating in a survey. Your choice to not provide this information will not impair your ability to browse the GMHB web and read and download any information provided on the site.

If personal information is requested on the web site or volunteered by the user, state law, the federal Privacy Act of 1974, and Chapter 56, Laws of 2000 may protect it. However, this information is a public record once you provide it, and may be subject to public inspection and copying if not protected by state or federal law.

If you believe that your personal information is being used for a purpose other than what was intended when submitted, or your personal information is inaccurate or incomplete you may contact the person shown under Contact Information section of this notice.

### **Public Access to Information**

In Washington, laws exist to ensure that state government is open and that the public has a right to access appropriate records and information possessed by state government. At the same time, there are exceptions to the public’s right to access public records that serve various needs, including the privacy of individuals. Exceptions are provided by both state and federal laws.

All of the information sent to the GMHB through electronic submissions are subject to the disclosure under the state’s Public Disclosure Act (Chapter 42.17 RCW).

### **Security**

The GMHB has taken steps to safeguard the integrity of its telecommunications and computing infrastructure, including but not limited to authentication, monitoring, auditing, and encryption.

Security measures have been integrated into the design, implementation and day-to-day practices of the entire GMHB operating environment. Under statute, each agency is responsible for properly securing communications that are exempt from public disclosure (Chapter 42.17 RCW).

The provisions of this information by the GMHB shall not be construed in any way as giving business, legal, or other advice, or warranting as fail proof, the security of information provided via the GMHB web site.

### **Disclaimer**

GMHBs web site has links to other sites on the World Wide Web. These include links to sites operated by other government agencies. When you link to another site, you are no longer on the GMHB web site and this privacy notice will not apply. When you link to another web site, you are subject to the privacy policy of that new site.

The GMHB provides this web site as a service to our customers. We strive to make sure that the information provided is as accurate and current as possible. However, occasional mistakes may occur. Therefore, neither the State of Washington, nor any agency, officer, or employee of the State of Washington warrants the accuracy, reliability or timeliness of any information published by this system, nor endorse any content, viewpoints, products, or services linked from this system, and shall not be held liable for any losses caused by reliance on the accuracy, reliability or timeliness of such information. Portions of such information may be incorrect or not current. Any person or entity that relied on any information obtained from this system does so at their own risk.

If you feel that any of the information contained in this web site may be inaccurate, incomplete, or outdated, please contact one of the GMHB contact names listed in the Contact Information section of this notice.

### **Contact Information**

To offer comments about the information presented in this notice or on the web site or to offer suggestions for improvement, please contact one of the following:

Contact for the **Central** Puget Sound portion of the web site:

CPSGMHB  
Susannah Karlsson  
900 4th Avenue  
Seattle, WA. 98164  
Tel: (206) 389-2625  
FAX: (206) 389-2588  
E-Mail: [central@cps.gmhb.wa.gov](mailto:central@cps.gmhb.wa.gov)

Contact for the **Eastern** portion of the web site:

EWGMHB  
Angie Andreas  
15 West Yakima, Suite 102  
Yakima, WA 98902  
Tel: (509) 574-6960  
Fax: (509) 574-6964  
E-Mail: [AAndreas476@EW.GMHB.WA.GOV](mailto:AAndreas476@EW.GMHB.WA.GOV)

Contact for the **Western** portion of the web site:

WWGMHB  
Mary Anderson  
905 24<sup>th</sup> Way SW Suite B-2  
P.O. Box 40953  
Olympia, WA 98504-0953  
Tel: (360) 664-8966  
FAX: (360) 664-8975  
E-Mail: [western@ww.gmhb.wa.gov](mailto:western@ww.gmhb.wa.gov)